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## MEMORANDUM

**Date:** January 25, 2021  
**To:** Finance & Administrative Services Committee  
**Through:** Gary Gibson, County Administrator  
**From:** John Light, Director of Human Resources  
**Subject:** Human Resources Recommendation regarding FAS positions

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### Issue

Over the last several months, we have been reviewing the design of the Finance and Administrative Services Department with Patrice Sutton, the Chief Financial Officer of the County. We concluded changes to some positions in the Finance Department are in order to improve operations, implement strategies to meet Board objectives and maintain internal equity.

### Analysis

We compared the titles, salary ranges and the work performed by division head positions (Purchasing Agent, Controller & Internal Audit Manager) to similar positions externally and internally and:

Our analysis revealed the following:

- The Purchasing Agent, Controller & Budget Manager should be in the same salary grade.
- Titles of specific positions should be adjusted to reflect duties
  - Controller (current) to *Accounting Manager*
  - Assistant Budget Manager (current) to *Budget Manager*
- Internal Review Manager be retitled to *Internal Audit Manager and reduced in grade from Grade 11 to Grade 10.*
- If approved by Committee, these changes would have no budget impact nor would they increase FTE

### Recommendation

We recommend the Finance & Administrative Services Committee approve the following actions:

- Reclassify position 31798 Internal Review Manager Grade 11 to Internal Audit Manager to Grade 10
- Reclassify position 310057 Assistant Budget Manager Grade 10 to Budget Manager Grade 11.
- Change the title of position 31058 Controller to Accounting Manager.